

Spec. Code: 2328
Occ. Area: 03
Work Area: 013
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 10/12/01

AUTOMOTIVE PARTS MANAGER

Function of Job

Under general direction, be responsible for the operation and inventory maintenance of the automotive and vehicular parts purchasing, issuance and storage area.

Characteristic Duties and Responsibilities

1. Responsible for storage area which receives, stores, and issues automotive and vehicular parts and equipment
2. Responsible for the preparation of requisitions necessary for parts purchases with the authority to make emergency purchases or prepare special orders if deemed necessary
3. Examines stock received for quantity and quality in compliance with requisition, specifications, and purchaser's policy of acceptance, and verifies receipt of parts that match packing slip
4. Conducts running inventory checks and periodic inventory reviews which account for inventory variances and follow up with appropriate reports and recommendations concerning status of inventory
5. Develops and insure that secure, efficient and safe storage methods are utilized
6. Handles and stores consumable items requiring special treatment which deviate from established storage methods and which require knowledge of stock characterized by susceptibility of spontaneous combustion, toxicity, fragility, rapid deterioration, contamination, etc.
7. Solves problems which require searching for data in technical catalogs, and publications to determine substitution, interchange, and compliance with specifications
8. Supervises the work activities of personnel engaged in performing tasks relating to the receipt, storage, custody, issue, and shipment of automotive and vehicular parts
9. Determines amounts of supplies needed for replenishment
10. Prepares necessary reports
11. Makes recommendations regarding changes in operating procedures

12. Maintains necessary bookkeeping records such as cost of items, date received, date issued, etc.
13. Performs follow-up on payment to vendors and tracks invoices as necessary
14. Keeps records and documents of the disposal of recyclable and hazardous materials and prepares reports of their disposal
15. Prepares specifications for annual bid reports and analyzes bid proposals
16. Performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

Five years of experience working in an automotive or vehicular parts issuance and storage division which required the responsibility of acquisition and record keeping of parts. Vocational training beyond high school in automotive mechanics may be substituted, year-for-year, for the above experience. Successful completion of any of the eight tests given to obtain certification by the National Institute for Automotive Service Excellence may also be substituted for the above experience on the basis of one test being equivalent to one year of experience.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Working knowledge of storeroom and warehouse methods, procedures, and inventory record keeping and control peculiar to automotive and vehicular parts
2. Ability to recognize and identify automotive and vehicular parts